

**DODGE COUNTY
AUDIT COMMITTEE MEETING
127 E. OAK STREET
ROOM 4A, 4TH FLOOR, ADMINISTRATION BUILDING
JUNEAU, WI 53039
June 15, 2017**

By roll call, members present: Greshay, Nickel, Hilbert and Bennett. Also present was Deb Weber, Administrative Assistant and Makenzie Drays, Senior Accountant.

Members absent: Stousland – excused.

Meeting called to order at 8:00 a.m. by Chairman Nickel

Weber certified the public notice given for this meeting complies with the requirements of Wisconsin's open meetings law.

Public Comment: None

Motion by Greshay, seconded by Bennett to approve the minutes of May 25, 2017. Motion carried.

Committee member reports:

Greshay reported that during the Human Resources meeting it was brought up that there has been issues with employees' meal receipts not being itemized from merchants. Greshay reported that the Audit Committee at this time did not have any issues with receipts and wanted to inform the Audit Committee that this has been brought up. Only issue Audit Committee had in the past was having the expense reports in on a monthly basis.

Old Business:

- a. Volunteer Mileage Report – need explanation of where the volunteer starts getting paid from/commuting mileage – they are reimbursed from home-pick up-drop off-home. So commuting to pick up location is included.
- b. Edwards (1) – need detail documentation – Weighted blankets for an autistic child (keeps them calm)
- c. Boyd, Discover Dodge – need detail documentation on Reimbursement Clarification – lease for the Discover Dodge Visitor Information Center.

US Bank Purchase Card Review of May Department Head purchases:

Barrington, B – DA Office – Comfort Suites Hotel (1) Hotel for Sempf for ICAC Conf
Bell, B – Director of Human Services, UW Colleges Cont Educ (2) – Registration for Bell
Bohonek, J – Land Conservation, UHI*Uhaul Lidtk Motors – (1) – needs documentation
Brandt, B – Courts, Office Max (3), office supplies, State Bar of WI (2) publications, APL *Itunes (1) needs documentation
Gibson, K – County Clerk, Watertown Daily Times (1), needs documentation

Motion by Greshay, seconded by Hilbert to allow payment of Clearview vouchers Batch # 201568 in the sum of \$ 51,674.31 as shown on the accounts payable listing on file in the Finance Department. Motion carried.

Motion by Hilbert, seconded by Bennett to allow payment of vouchers for Employee Expenses dated 6/2/17 for \$ 907.03. Motion carried.

Motion by Hilbert, seconded by Greshay to allow payment of vouchers in Batch #201440 for \$ 8,736.46. Motion carried.

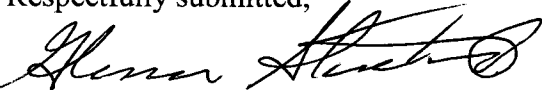
Motion by Greshay, seconded by Hilbert to allow payment of vouchers in Batch #201199 for \$ 160,587.61. Motion carried

Motion by Hilbert, seconded by Bennett to allow payment of vouchers in Paid Batches 200993, 201034, 201148, 201193, 201227, 201325, 201404, 201386, 201579 for \$ 59,855.75 . Motion carried.

The next regular meeting of the Audit Committee is scheduled for June 29, 2017 at 8:00 a.m. in Room 4A

Motion by Hilbert, seconded by Greshay to adjourn. Motion carried. Meeting adjourned at 8:34 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Glenn Stousland", with a stylized flourish at the end.

Secretary

Glenn Stousland

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.